

6 MAR 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending
3 March 1972

1. Meeting with State Department's Out Placement Division:

On 29 February, representatives of Retirement Affairs Division met with Mr. Sam King, the Chief of the Out Placement Division of the Department of State. The purpose of the meeting, which was suggested by Mr. King, was to discuss how our respective organizations give employment assistance to retirees and resignees. The State operation is larger than ours, since it services State, AID and USIA. Generally, however, the approaches are basically the same. Both organizations spend much time on employment counseling in preparation for the actual job search, and both sides recognize that one of the important requirements in such counseling is to get the candidate to be realistic about his chances for employment in view of his age, the market conditions and what he has to offer a prospective employer.

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2. PROJECT TRANSITION:

[REDACTED] our local professional recruiter, will attend a PROJECT TRANSITION meeting at the Pentagon on 9 and 10 March. This program is designed to aid officers

and enlisted men who are retiring or separating from the military service to find civilian jobs. We have participated before in this activity. While it is a possible source of new employees, more important it maintains good relations between us and the military and enhances the Agency image.

3. Career Change: During this past week, we administered the computer aptitude test (Brandon-Wolfe) to 16 employees from the Office of Communications. These are employees from the Special Programs Division who are being tested to determine their suitability for moving into computer-related activities in SPD.

4. Advance Staffing Plan: Our placement officers are progressing with their visits to Agency components for the purpose of developing the Advance Staffing Plan for FY 1973.

5. Position Management: The Chief, Position Management and Compensation Division, met with the Director, PPB to discuss the proposed reorganization of that Office. Descriptions and other information have been received and are currently under review.

6. Reserve Affairs Speaker: LTC Clifford C. Neilson, U.S. Army, from the Office of the Joint Chiefs of Staff, J-3 Operations, will speak to the members of the Agency's military reserve unit tonight, 6 March, on the subject, "Command and Control." His talk will cover the worldwide command and control system.

/s/Harry B. Fisher

Harry B. Fisher

Director of Personnel

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